

S8051.02 UNICOR INFORMATION SYSTEMS ADMINISTRATION



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Program Statement

OPI: FPI
NUMBER: 8051.02
DATE: September 17, 1997
SUBJECT: UNICOR Information
Systems Administration

1. PURPOSE AND SCOPE

To define the basic training requirements the UNICOR System Administrator and back-up Administrator must receive to perform their jobs adequately.

To specify the routine procedures that must be performed to ensure proper protection and integrity of the data on the system.

To specify security steps required to adequately protect computer equipment that supports the Management Control Systems (MCS)

2. PROGRAM OBJECTIVES. The expected results of this program are:

a. The UNICOR Computer System Administrator (and his or her back-up) will be adequately trained to support Management Control Systems and provide technical assistance to UNICOR staff.

b. Computer software and data stored on the Management Control Systems computer will be properly safeguarded.

c. Management Control Systems computer equipment will be maintained and protected from environmental damage and unauthorized access.

3. DIRECTIVES REFERENCED

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| PS 1237.09 | Computer Security (8/1/95) |
| PS 8041.02 | FPI Factory Construction and Activation Manual (9/27/95) |

101 U.S.C. 1724
DOJ Order 2640.2C

Computer Security Act of 1987
Telecommunications and Automated
Information System Security

4. STANDARDS REFERENCED. None.

3. UNICOR SYSTEM ADMINISTRATOR TRAINING. The following training courses, offered on a recurring basis by the Management Information Systems Branch (MISB), are required for each System Administrator and his or her back-up within 18 months of assuming those duties.

- System Administration and Computer Security
- GroupWise Training
- MCS Phase II Training
- MCS Phase III Training

In addition special operating system and new applications training shall be offered annually to the System Administrators as needed.

4. ROUTINE PROCEDURES. To ensure the system and the data residing on the computer are protected properly, MISB has identified a number of tasks that the System Administrator or back-up must perform. Those tasks have been defined in three check lists - daily, weekly, and monthly. Performance of those tasks ensures that:

- the system is properly backed up,
- logs have been reviewed for any abnormal events occurring on the system,
- users have not attempted to access restricted resources, and
- the system is performing properly.

These tasks are explained in detail in the UNICOR System Administration Technical Reference Manual.

In addition, MISB has defined proper UNIX file permissions for the various databases residing on the MCS computer to control access to information. Permissions allow users to read, write, or execute files on the system and are set based on each individual's functional responsibilities. These permissions are also located in the System Administration Technical Reference Manual.

5. COMPUTER SECURITY/ENVIRONMENT. In an institution, it is critical that the MCS computer be properly secured and that necessary environmental issues, such as power and ventilation, are addressed.

Each computer room shall have a secure lock on the door, and access shall be restricted to staff who have a need to enter.

The environmental controls shall be monitored to prevent damage to the computer. The System Administrator's shall ensure that proper environmental control equipment is available to maintain temperature from 50 - 80 degrees Fahrenheit and a humidity level

of between 20 - 70%. The FPI Factory Construction and Activation Manual contains detailed specifications for new institutions. If any existing institution plans renovation of the UNICOR computer room, that Manual should be consulted.

The System Administration Technical Reference Manual contains detailed instructions related to start-up, back-up, and user accounts and must be available at the System Administrator's work area. MISB shall update the System Administration Manual semi-annually to address improvements in technology

6. ASSISTANCE. Questions may be directed to the Telecommunications Section, UNICOR Management Information Systems Branch at (202) 305-3424.

/s/
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